2000 Civil Engineer Unit Education & Training Manager Workshop

Air Force Qualification Training Packages (AFQTPs)

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HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support to maximize Air Force Civil Engineer Capabilities in base and contingency operations

AFQTPs
WHAT ARE THEY ?

- A great step-by-step “Lesson Plan”
- Provides effective procedures in the form of a task performance checklist
- Standardizes training throughout the Air Force
- Enhances the OJT process by ensuring all aspects of a task are covered sufficiently
- Published through HQ AFCESA
- Delivered through different media, depending upon difficulty and / or importance of the task
  - Paper, video, Computer-based or (COTs)

AFQTP

"QTP Givens"

1. AFQTPs must be completed for all Core and Diamond tasks

2. All Core items must be certified through hands-on training for upgrade

3. AFQTPs must be used as minimum upgrade requirements for Diamond tasks but does not meet certification requirements

AFQTP

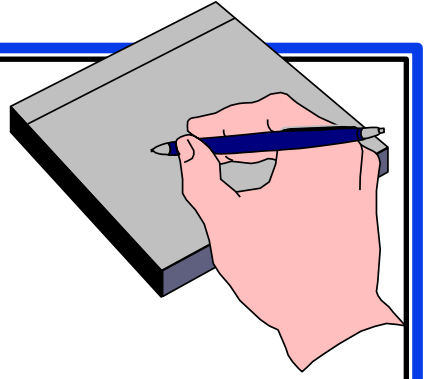
"QTP Givens"

4. "CerTests" are not required for Core tasks

5. "CerTests" are required for Diamond tasks

6. If your base is fortunate enough to have Diamond equipment, rule #5 still applies

AFQTPs
Paper-Based



- As a minimum, all Core / Diamond Tasks are accounted for in a paper-based format
- Paper AFQTPs are the thread that ties all AFQTPs together
  - A stand alone product or used as a road map to identify supporting electronic media
- As more funding becomes available, more task procedures will be converted to electronic media
  - AFQTPs are prioritized on task importance / criticality and the level of difficulty

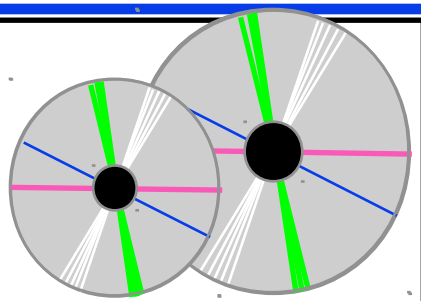
AFQTPs

Commercial Off-the-Shelf (COTS)

- Jan 98, purchased for Electrical 3E0X1 ($100K)
  - 4 videos - For four tasks
- Jun 99 purchased 10 videos / CD-ROM's ($350K)

NOTE: See inventory lists on website

AFQTPs



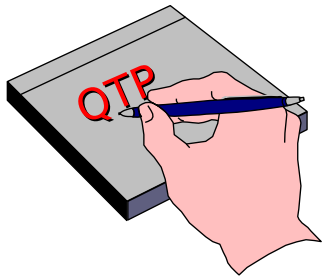
Computer-Based

- Contractor custom built CD-ROM's on specific CE topics
- To date (July 99), 31 CD-ROM's have been produced with 13 more currently being developed, encompassing 115 of the 659 task procedures
- Since the advent of QTPs in 1994, the price of development so far has been...

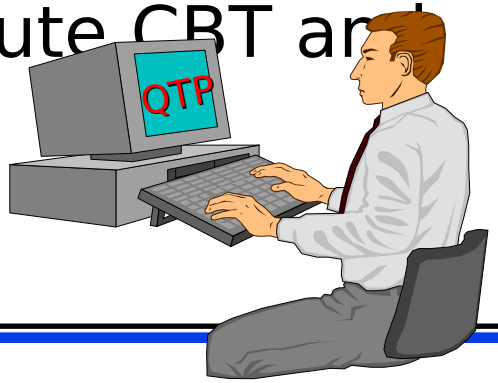
  $3,847,000!!!

AFQTPs
"How Do I Get Them?"

- Paper-Based
  - AFCESA Home page - www.afcesa.af.mil
  - COVER Train (In the near future)



- Computer-Based / Video
  - AFCESA funds the 366 TRS to provide a contract to copy and distribute CBT and Videos to all units.



AFQTPs
Understanding QTPs

- AFQTP modules relate directly to the items in section (1) of the STS portion of the CFETP
- All Core / Diamond tasks within a module are contained in one AFQTP
- All Paper-based AFQTPs can be found on the AFCESA homepage (www.afcesa.af.mil)
- Paper-based AFQTPs are the thread that tie all forms / types of AFQTPs together
  - Identifies other available AFQTP media

AFQTPs
"Who Maintains Them ?"

- Unit Education Training Managers
  - MUST maintain accountability of multi-media AFQTPs
    - Student completes electronic AFQTPs in LRC

or

    - Supervisor hand-receipts and takes to shop
  - Check the web before issuing paper

AFQTPs

"When Do You Issue Them ?"

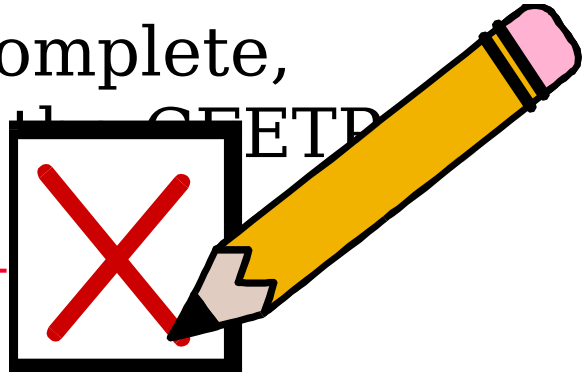
- Issue just ***prior*** to or in ***conjunction*** with the hands-on training
- The ***wrong*** way is to issue one after another and not receive the hands-on until a work-order comes around with that task
  - Trainee will not retain task knowledge learned from that particular QTP
  - Time will be wasted
  - Training will suffer

AFQTPs
Responsibilities

- Unit Education & Training Managers
  - Maintain a log of all electronic QTPs
  - Assist the trainee in getting started if done in LRC
  - Administer “CerTest” (if required)
- Supervisors / Trainers (UETM Must provide guidance)
  - Three suggested ways to administer QTPs
    - Have trainee complete entire QTP prior to “hands-on” training
    - Require trainee read a specific section, then do “hands-on”
    - Use the QTP in conjunction with “hands-on”

AFQTP Documentation

- Documenting QTPs
  - After completing each task or the entire AFQTP, document on “AFQTP Documentation Record”
  - Once AFQTP & hands-on is complete, document the STS portion of the CFETP
- AFQTP Documentation Record
  - Task knowledge training only
- Part II of the CFETP, STS section 4. B (2)
  - Hands-on documented on STS



AFQTP Documentation Record for 3E0X1 AFQTPs

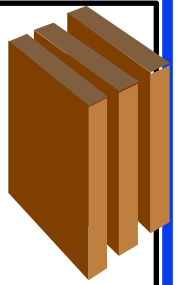
-- This document supersedes previous AFQTP completion record and will remain in the members AF Form 623 until 7-level upgrade is achieved
-- Trainers will enter name and initials in identification block at the beginning of the STS in the CFETP
-- Upon administering AFQTP, enter start date in column 4 of the AFQTP Documentation Form
-- Upon completion of the AFQTP, document columns 5, 6, and 7 of the AFQTP Documentation Form
-- Upon completion of the AFQTP, trainer will place an X in columns 4.B(2) of the STS (CFETP Part II) (If a triangle exists, place an X over the triangle)

1	2	3	4	5	6	7
TASK NUMBER	**TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES**	**5/7 LEVEL**	**START DATE**	**COMPLETE DATE**	**TRAINEE'S INITIALS**	**TRAINER'S INITIALS**
9	**AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFPDs 91-2, 91-3; AFI 91-302; AFIND 17**					
9.6.3.	Interpret AF Form 269 when performing switching	**				
9.6.4.	Plan and interpret safe clearance	**				
9.11.1.1.	Over 600 volts (Supervisory safety, maintenance of distribution system)	**				
9.11.1.2.	Under 600 volts (Supervisory safety, maintenance of distribution system)	**				
9.11.2.1.	Over 600 volts (Supervisory safety, work on energized circuits)	**				

Documenting the CFETP

1. Task Knowledge And Technical References	2. Core/ War Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information					
		A	B	C	D	E	A 3 Skill		B 5 Skill		C 7 Skill	
		Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Cou	(2)	(1) CD	(2) QTP	(1) RA	(2) Cour
37.1.1.4. Quick fix techniques												
37.1.1.4.1. Roof repairs	*/1a	1 Feb	14 Feb	JWL x	FCV	MJR	1a/A		b	X		
37.1.1.4.2. Exterior walls	*/1a	16 Feb	19 Feb	JWL	FCV	MJR	1a/A		b	X		
37.1.2. Structural shoring/bracing concepts TR: Handbook of Temporary Structures in Construction	♦/						1a/A		b	X		
37.1.9.1. Characteristics of paint used for pavement surfaces	/B						B		B			
37.1.9.2. Conduct striping procedures												

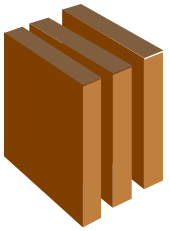
AFQTPs
Computer Requirements



- Future Requirements (FY 2000)
  - CPU: Pentium 266 with MMX
  - RAM: 16 MB (32 MB recommended)
  - 32 bit operating system and true colors

- Note: FY 2000 requirements are today's industry standards. Products being developed today for delivery to field by Year 2000

AFQTPs
Computer Requirements



- Unifies all development efforts (produces a standard to work towards)
  - 366 TRS Electronic CDC development (fielded CY 2001)
  - Contractor development -- now and for future
- Ensures cross-flow and usage of information
  - Contractor and 366 CDC writers can use each others products to supplement efforts
  - Saves $$$$

AFQTPs

Qualification Training Packages

Any Questions?